

## **SIDE SEWER EASEMENT AGREEMENT INSTRUCTIONS**

1. Pg. 1, after “Grantor,” list the name(s) of all owners of the parcel or property on which this easement is being granted, i.e., the property on which the easement will be located and through which the sewer line will run. List one name per numbered line. If you need more lines, mark the box and attach another page with the names of the remaining owners. Number the additional attached page(s) as the last page of the document. On the first page fill in the number of the page on which the additional names of the Owners/Grantors is listed.
2. Pg. 1, after “Grantee,” list the name(s) of all owners of the parcel or property on which the building to be served by the side sewer is located. List one name per numbered line. If you need more lines, mark the box and attach another page with the rest of the names of the owners. Number the additional attached page as the last page of the document. On the first page include the number of the page on which the additional names of the owners/Grantees is listed.
3. Pg. 1, after “Legal Description (Abbreviated), Grantor’s Property:” If there is room, fill in the complete legal description of the property that the Grantor owns that will contain the side sewer line and on which the easement is being granted. After “Grantee’s Property:” fill in the complete legal description of the property that the Grantee owns that will be served by the side sewer. If there is insufficient room for the complete legal descriptions, abbreviate them, and mark the box for “additional legal description.”
4. Pg. 1, after “Assessor’s Tax Parcel ID NO(S)”, fill in the tax parcel number(s) (as shown on the tax assessors’ statements) for all of affected properties, including both the Grantor’s property, i.e., the property on which the easement is being granted, and the Grantee’s property, i.e., the property that will be benefited, that is, the property that will be served by the side sewer.
5. Pg.2, in the first blank, before (“Grantor”), list the names of all the owners that you listed on page 1 as Grantors, i.e., all owners that are granting an easement on the parcel or property that will contain the side sewer line.
6. Pg. 2, in the space after the first “State of Washington:” fill in the complete legal description of the Grantor’s property on which the easement and the side sewer line will be located. This legal description should be the same as on page 1 after “Grantor’s Property:”, unless the description on page 1 had to be abbreviated for space.
7. Pg. 2, in the space after “to” and before (“Grantee”), list the names of all the owners that you listed on page 1 as Grantees, i.e., all owners of the property on which the buildings are located that are being served by the side sewer.
8. Pg. 2, in the space after the second “State of Washington:” fill in the complete legal description of the property owned by Grantee that is served by the side sewer that is to run over Grantor’s property. This legal description should be the same as on page 1 after “Grantee’s property, unless the description on page 1 had to be abbreviated for space.

9. Pg. 3, after “Type(s) of permit sought:” fill in “Side Sewer” and/or any other permit applications for which this agreement is being executed.
10. Pg. 3, after “Date(s) of Application,” fill in the date or dates that the applications listed on the line above were made.
11. Pg. 3, after “Application Number(s):”, list the application numbers of the applications listed above.
12. Signatures, Acknowledgements and Notary pages. Each owner of property affected by this Agreement, i.e., owners of both the Grantor’s and the Grantee’s property, must complete the signature page and have a notary notarize the signature.
  - Individual Owners:
    - If the owners are individuals, each owner must complete one of the signature blocks on the signature page marked “Individual.” There are two signature blocks per page; if there are more than two individual owners, print out and complete additional pages as needed. Number any additional pages to follow consecutively after the first signature page.
    - After signing and dating the signature page, each owner should circle whether the owner is signing as a Grantor or as a Grantee.
    - Print the owner’s name and address on the lines labeled “Printed Name” and “Address.”
    - Have a notary complete the notary block and notarize the document.
    - Number the signature page with the number following the number on the page containing the permit application numbers,
  - Entity Owners:
    - If any of the owners are entities rather than individuals, those owners must complete a signature block on the signature page entitled “CORPORATE , PARTNERSHIP, LIMITED LIABILITY COMPANY Or OTHER LEGAL ENTITY OWNER.” Each entity owner must complete a signature block. There are two signature blocks per page; if there are more than two “entity” owners, print out and complete additional pages as needed. Number the additional pages to follow consecutively after the first “entity” signature page.
    - For each entity owner, enter the date the document is signed on the Date line and the name of the entity owner on the signature line.
    - After signing and dating the signature page, each owner should circle whether the owner is signing as a Grantor or as a Grantee.
    - Print the name of the entity Owner on the “Printed Name” line.
    - The person signing on behalf of the Owner should sign the line following “By:”.
    - Print that person’s name on the line labeled “Printed Name.”
    - After “Its” indicate the title/authority of the person signing the document on behalf of the entity.

- Add the address of the Entity above the “Address” line.
- Have a notary complete the notary block and notarize the document.
- If there are no individual owners, number the signature page with the number following the number on the page containing the permit application numbers. If there are individual owners, number the signature page with the number following the number on the last Individual signature page.

13. Remember to attach a copy of the side sewer plot plan and label it “Exhibit A.” Put a page number on the plot plan at least one inch above the bottom of the page. The number should be the last page number of the entire package.

14. If you want copies, make as many copies of the completed document as you want. Return the original of the completed document to DCLU for recording.